



Club Stewards – Full time Seasonal, Kingston

The KTC is seeking up to 4 full time club stewards from the end of April to Labour Day for 35 hours/week. Part time work may continue until Thanksgiving. The Club Steward reports to the Club Operations Manager and is responsible for day-to-day operations and facility management for the Club's 2023 tennis season.

The KTC Club Steward is the primary contact for members, guests, and the public and is expected to bring to the position the highest level of service and professionalism. The steward is responsible for maintaining a clean and safe facility for the enjoyment of all. The day-to-day activities of the Steward include greeting and responding to member inquiries, assistance with member and camp registration and court bookings, accurately processing payments for a variety of fees and purchases, answering the phone and responding to email queries in a timely and professional manner and coordinating coaching bookings and clinics as required.

Following the checklist for daily, weekly and monthly maintenance activities and with direction from the Operations Manager, the steward works with others to maintain a clean, uncluttered, and tidy facility, including the courts, court perimeters, stairs, lounge, office, washrooms, decks, patio tables, umbrellas and chairs etc. Maintaining the courts and their perimeters in good condition must be a high priority.

Health and Safety of all members, guests and staff of the Club is a high priority for the Kingston Tennis Club. The Club Steward will comply with all health and safety instructions and requirements and encourage others to do so as well.

This position is ideal for a Secondary or Post-secondary student with an interest in business, sport management, recreation administration or education. The incumbent is expected to have:

- Work or volunteer experience in sport development, sport administration, business development and/or community development
- Strong work ethic and willingness to learn.
- Strong interpersonal skills, with the ability to work both independently and with other employees, KTC board members and club volunteers. Be a self-starter and motivated individual.
- Knowledge of standard office software packages, e.g., MS Office, Excel, and Internet applications

Application Deadline : April 15, 2023.

Send Resume to: jobs@kingstontennisclub.com